

# ASSIGNMENT 1

Textbook Assignment: Chapter 1, pages 1-1 through 1-17, chapter 2, pages 2-1 through 2-21, and chapter 3, pages 3-1 through 3-24.

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| <p>1-1. The CRF is described as a cadre of exceptional recruiting managers. Which of the following statements best describes the purpose of this cadre?</p> <ol style="list-style-type: none"> <li>1. To provide technical expertise to newly assigned recruiters</li> <li>2. To provide consistency and leadership to the recruiting effort</li> <li>3. To provide marketing insights to the recruiting effort</li> <li>4. To provide a constant pool of recruiting volunteers</li> </ol>        | <p>1-6. The CR has told you and the other ZSs to make immediate improvements to prospect card documentation. How should you pass this concern on to your zone?</p> <ol style="list-style-type: none"> <li>1. Send a memo stating the CR's instructions</li> <li>2. Notify RINC's that the CR will probably be inspecting prospect card documentation during station visits</li> <li>3. Call all the RINC's and tell them the CR wants to see immediate improvement</li> <li>4. As you make station visits, let the RINC's know you want to see improvement if it is needed</li> </ol> |
| <p>1-2. The CRF community should make up what specific percent of the recruiting strength?</p> <ol style="list-style-type: none"> <li>1. 10 percent</li> <li>2. 15 percent</li> <li>3. 20 percent</li> <li>4. 25 percent</li> </ol>   | <p>1-7. Motivational techniques include which of the following methods?</p> <ol style="list-style-type: none"> <li>1. Hammer, carrot, and internal</li> <li>2. Hammer, PMA, and rewards</li> <li>3. Carrot, external, and internal</li> <li>4. Rewards, discipline, and power</li> </ol>  |
| <p>1-3. The CRF selection board meets at which of the following times?</p> <ol style="list-style-type: none"> <li>1. January and July of each year</li> <li>2. February and November of each year</li> <li>3. March, July, and November of each year</li> <li>4. July and December of each year</li> </ol>  | <p>1-8. When you take over a new zone, there is normally a heightened level of concern among the RINC's and recruiters. You should take which, if any, of the following steps to alleviate the concern?</p> <ol style="list-style-type: none"> <li>1. Let them know you are a friend</li> <li>2. Restabilize as quickly as possible</li> <li>3. Increase their anxiety by promising inspections</li> <li>4. None; don't restabilize too quickly</li> </ol>  |
| <p>1-4. As a CRF member, your tasks actually can be narrowed down to which of the following responsibilities?</p> <ol style="list-style-type: none"> <li>1. Marketing, sales, and management</li> <li>2. Prospecting, sales, and processing</li> <li>3. Supervision, accountability, and follow-up</li> <li>4. Leadership, training, and managing</li> </ol>  | <p>1-9. Knowing your people consists of understanding which of the following characteristics?</p> <ol style="list-style-type: none"> <li>1. Their strengths and weaknesses</li> <li>2. Their goals and aspirations</li> <li>3. Their ideals and convictions</li> <li>4. All of the above</li> </ol>   |
| <p>1-5. You have been assigned as zone supervisor (ZS) and find one of your RINC's is very senior to you. Which of the following actions should you take?</p> <ol style="list-style-type: none"> <li>1. Establish your positional authority dominance immediately</li> <li>2. Make it clear to the senior member that you are in charge</li> <li>3. Solicit the individual's input and expedite his or her training</li> <li>4. Defer to the senior individual's decisions and desires</li> </ol> |   |

● In answering questions 1-10 through 1-14, select the zone behavior that corresponds to the stage of team growth described in each question.

1-10. The zone members are constantly testing the ZS. They squabble between themselves and sometimes challenge the ZS's authority.

1. Forming
2. Storming
3. Norming
4. Mourning

1-11. The zone members seem uncertain and full of questions. They appear to be checking out the ZS as well as each other.

1. Forming
2. Storming
3. Norming
4. Performing

1-12. Production has started to decline and many zone members express discontent with new methods.

1. Forming
2. Storming
3. Norming
4. Mourning

1-13. The zone is operating efficiently as a team. They can take care of business with PMA.

1. Forming
2. Norming
3. Performing
4. Mourning

1-14. Which of the following behaviors will best enhance your zone's morale?

1. Give liberal time off
2. Pay attention to the individuals who make up the team
3. Look at the team as a whole
4. Use carrot motivational techniques

1-15. When planning where you are going to spend training time, you should consider which of the following factors as the most important?

1. The number of recruiters assigned
2. The market covered by each NRS
3. The RINC's requests for assistance
4. Your assessment of actual needs

1-16.

Which of the following elements will minimize interference in two-way communication?

1. Feedback
2. Written confirmation
3. Filters
4. Concentration

1-17.

The training program for Navy Recruiting Command field activities includes which of the following elements?

1. The command training plan
2. Training records maintenance instructions
3. Indoctrination training requirements
4. All of the above

1-18.

Required training topics should be delivered at which of the following times?

1. In the month listed only
2. Before or during the month listed only
3. During the month listed or 1 month before or after only
4. During the month listed or 2 months before or after

1-19.

Topics listed with an asterisk in the command training plan may be delivered by which of the following means?

1. POD notes only
2. Formal training only
3. Formal or OJT only
4. Formal or informal training

1-20.

Training records should include which of the following documents?

1. Navy recruiting personnel record
2. Training syllabuses and RQS card
3. Indoctrination training record and completion letter
4. All of the above

1-21.

Production recruiters should complete the NRS indoctrination within what maximum period of time after reporting to the NRD?

1. 10 days
2. 20 days
3. 30 days
4. 90 days

- 1-22. Original indoctrination completion letters should be maintained in which of the following locations?
1. Individual's training record
  2. Command training file
  3. NRS SSIC file
  4. Personal service record
- 1-23. Under the RQS system, CRF personnel must qualify at the next higher billet after qualifying in their present billet.
1. True
  2. False
- 1-24. All RQS modules must be completed in what maximum period of time?
1. 60 days
  2. 180 days
  3. 240 days
  4. 365 days
- 1-25. Of the following personnel, which may approve an exception to RQS qualification time due to emergency leave?
1. EPO only
  2. CO only
  3. EPO and CO only
  4. EPO, XO, and CO
- 1-26. A CRF member reports to a new district. The member was RQS qualified as a RINC and had started ZS qualifications. What RQS requirements must be met at the new NRD?
1. A full RQS RINC board must be conducted within 3 months of the reporting date
  2. The RINC RQS modules must be resigned and an RQS board conducted with 4 months
  3. The member remains RINC qualified and must complete the ZS module by original maximum qualification date
  4. The member must completely requalify as a RINC within 6 months
- 1-27. The RQS tracking report should be submitted at which of the following times?
1. As changes occur
  2. Monthly
  3. Quarterly
  4. Annually
- 1-28. Most RQS training should be conducted by which of the following methods?
1. Demonstration
  2. Lecture
  3. Formal training session
  4. Guided discussion
- 1-29. Your signature as qualifier on the RQS sheet represents your certification of which of the following conditions?
1. The individual has received training in all modules
  2. The individual is fully prepared for the final qualification board
  3. The individual has performed each task listed in the modules
  4. The individual has met the qualification time
- 1-30. Of the following types of questions, which is most effective for an RQS board?
1. Conceptual
  2. Leading
  3. Rote memory
  4. Trick
- 1-31. Training needs should be confirmed by which of the following means?
1. DPR
  2. Activity analysis
  3. Personal observation
  4. The recruiter's opinion
- 1-32. In the guided discussion teaching method, the instructor should fill which of the following functions?
1. Mediator
  2. Facilitator
  3. Instigator
  4. Debater
- 1-33. Select the basic components of a learning objective.
1. Behavior, condition, and standard
  2. Condition, accuracy, and time
  3. Time, standard, and method
  4. Demonstration, performance, and evaluation

- 1-34. Steps you want the student to accomplish in order to meet the terminal objective are known as which of the following objectives?
1. Reacting
  2. Intermediate
  3. Enabling
  4. Resultant
- 1-35. The conclusion of a lesson plan should include which of the following elements?
1. Summary only
  2. Summary and closure only
  3. Summary, closure, and readiness
  4. Summary, remotivation, and closure
- 1-36. When delivering a lesson plan, you should use which of the following types of communication?
1. One-way
  2. Two-way
  3. Demonstration performance
  4. Active participation
- 1-37. Which of the following characteristics should NOT be used in effective questions?
1. Challenging
  2. Limited to one idea
  3. Containing more than one idea
  4. Purposeful
- 1-38. Develop a pattern when questioning students for comprehension to make sure no one is left out.
1. True
  2. False
- In answering questions 1-39 through 1-41, match the question given to the correct type.
- 1-39. What is PMA? By the end of this lesson we'll not only know the answer but have some as well.
1. Rhetorical
  2. Overhead
  3. Direct
  4. Reverse
- 1-40. How would you evaluate a new itinerary,... Dustin?
1. Overhead
  2. Direct
  3. Relay
  4. Reverse
- 1-41. That's an important question; can someone in the class help him out?
1. Rhetorical
  2. Direct
  3. Relay
  4. Reverse
- 1-42. ENRO is designed to fulfill which of the following functions?
1. Fully prepare students to perform as recruiters
  2. Give students polished sales skills
  3. Provide students with basic orientation to recruiting
  4. Provide students with an in-depth knowledge of recruiting
- 1-43. Of the following time periods, which should be given as dedicated study time to candidates for the March E-6 examination?
1. 1 day per week for 6 weeks starting in January
  2. 1 day per week for 10 weeks starting in December
  3. 1 afternoon per week for 6 weeks starting in January
  4. 1 afternoon per week for 10 weeks starting in December
- 1-44. Individual annual awards are determined by which of the following processes?
1. Production analysis
  2. Nomination
  3. Application
  4. Election
- 1-45. Which of the following awards is earned for excellence in minority recruiting?
1. MEDSTAR
  2. Trident
  3. Heritage
  4. Admiral's Award
- 1-46. The REIP is an advancement incentive program for which of the following achievements?
1. Meritorious achievements only
  2. Recruiting production only
  3. Both 1 and 2 above
  4. Recruiting support

- 1-47. The number of meritorious advancements an NRD is authorized under the REIP is based on which of the following criteria?
1. Average enlisted manning
  2. Actual on board Manning
  3. Enlisted production only
  4. Enlisted and officer production
- 1-48. Production advancements under the REIP are based on which of the following criteria?
1. Average enlisted manning
  2. Actual on board manning
  3. Accessions and UMG attainments
  4. Enlisted and officer production
- 1-49. For those personnel not eligible to participate in the E-5 or E-6 advancement exam, what maximum portion of TIR may be waived to be eligible for a REIP advancement?
1. 1 month
  2. 1 year
  3. One third of total TIR
  4. One half of total TIR
- 1-50. Candidates must have served in their district for what minimum period of time to be considered for a REIP advancement?
1. 12 months
  2. 15 months
  3. 18 months
  4. 24 months
- 1-51. The sum of meritorious and production advancements under the REIP should not exceed what percentage of the average enlisted fiscal manning?
1. 5 percent
  2. 7 percent
  3. 10 percent
  4. 12 percent
- 1-52. A Gold Wreath with an excellence scroll and one gold star denotes which of the following number of awards?
1. 10
  2. 12
  3. 14
  4. 16
- 1-53. Final authority to approve Gold Wreath awards rests with which of the following individuals?
1. EPO
  2. NRD CO
  3. CNRA
  4. CNRC
- 1-54. Of the following infractions, which would NOT be disqualifying for Gold Wreath award purposes?
1. Nonjudicial punishment
  2. A civil court conviction for a nonminor misdemeanor
  3. A substantiated malpractice
  4. A category V investigation
- 1-55. Recruiters should write what minimum number of contracts in a consecutive 3-month period to be eligible for a Gold Wreath?
1. 6
  2. 8
  3. 9
  4. 10
- 1-56. ZSs should meet which of the following objectives for 3 consecutive months to be eligible for a Gold Wreath?
1. New contract goals only
  2. New contract and UMG goals
  3. New contract and program goals
  4. New contract and WF goals
- 1-57. Your EPO should be eligible for a Gold Wreath after meeting which of the following objectives for 3 consecutive months?
1. Accession goals
  2. New contract goals
  3. DEP slope objective
  4. All of the above
- 1-58. A RINC of a two-person station may earn a Gold Wreath in what minimum period of time?
1. 1 month
  2. 2 months
  3. 3 months
  4. 4 months

- 1-59. The Awards Program for Outstanding Production Recruiters provides recognition in which of the following forms?
1. Meritorious advancements
  2. Certificate of commendations
  3. Navy Achievement Medals
  4. Navy Commendation Medals
- 1-60. SDA pay levels are based on which of the following criteria?
1. Pay grade
  2. Time in service
  3. Job tenure
  4. Billet assignment
- 1-61. The sixth award of the Navy Recruiting Service Ribbon is denoted by attaching which of the following devices to the ribbon?
1. One 3/16-inch bronze star
  2. Five 3/16-inch bronze stars
  3. One 3/16-inch silver star
  4. Five 3/16-inch silver stars
- 1-62. Which of the following directives should you consult to determine the amount of sea duty credit personnel at an NRD will earn?
1. Science and Art of Navy Recruiting Manual
  2. Navy Recruiting Manual-Enlisted
  3. Enlisted Transfer Manual
  4. NAVPERS Manual
- 1-63. Although we understand the importance of planning, we often neglect it for which of the following reasons?
1. Planning is never urgent
  2. We are people of action
  3. Both 1 and 2 above
  4. We don't believe it will benefit us
- 1-64. Goals must be reasonable yet challenging. Realistic goals should have what minimum chance of being attained?
1. 25 percent
  2. 50 percent
  3. 75 percent
  4. 90 percent
- 1-65. Stress is a(n) \_\_\_\_\_ for successful performance.
1. Deterrent
  2. Necessary ingredient
  3. Unnecessary ingredient
  4. Psychological barrier
- 1-66. Stress levels effect mental concentration. Too little stress can cause which of the following effects?
1. Missing relevant cues
  2. Becoming easily distracted
  3. Becoming overwhelmed
  4. Having increased concentration
- 1-67. Most stressors fall into which of the following categories?
1. Distressors
  2. Eustressors
  3. Neutrals
  4. Mechanisms
- 1-68. Which of the following symptoms may signal mismanaged stress?
1. Loss of confidence
  2. Impulsive behavior
  3. Changes in sleeping habits
  4. All of the above
- 1-69. Select the best definition for cognitive restructuring.
1. Changing your beliefs
  2. Changing your attitudes
  3. Changing your thinking
  4. Changing your lifestyle
- 1-70. Specific practices that constitute fraternization in the recruiting environment are explained in which of the following directives?
1. COMNAVCRUITCOMINST 1300.2
  2. COMNAVCRUITCOMINST 5400.1
  3. COMNAVCRUITCOMINST 5370.1
  4. COMNAVCRUITCOMINST 5720.2